



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5520

Ser 09N2/5U980921

APR 27 2005

From: Chief of Naval Operations

Subj: REQUESTING PRIORITY SERVICE PERSONNEL SECURITY
INVESTIGATIONS

Ref: (a) OPM FIN No 04-04D of 31 Aug 04
(b) CNO memo 5510 Ser 09N2/4U692337 of 4 Oct 04

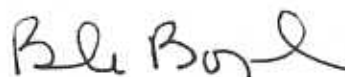
1. The Office of Personnel Management (OPM) controls the conduct of all personnel security investigations (PSI's) for the Department of Defense (DoD). By reference (a), the Deputy Associate Director for OPM announced a change in case service request guidance. Instead of offering PRIORITY, ACCELERATED and STANDARD service, effective 1 October 2004, OPM only offers PRIORITY and STANDARD case service to DoD customers.

2. PRIORITY service requests incur surcharges above and beyond STANDARD case service charges. Department of the Navy (DON) requesters are only permitted to request STANDARD case service. Requests for PRIORITY service must be pre-authorized by CNO (N09N2), and should be requested only when policy requirements exist that preclude performance of assigned duties pending investigation and adjudication.

3. Per reference (b) guidance, the CNO (N09N2) web site will be used to provide specific guidance on requesting STANDARD case service investigations and for requesting pre-authorization of PRIORITY case service requests. Requests for PRIORITY case service that have not been pre-authorized will either be converted to STANDARD service by OPM, or will be rejected. For Navy recruits, follow Commander, Navy Recruiting Command guidance regarding case service request codes. Marine Corps requests for PRIORITY service will be routed through the Security Programs and Information Management Branch (ARS) at Headquarters, Marine Corps.

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4. The CNO (N09N2) points of contact for this matter are Ms. Mary Anderson, at (202) 433-8854, DSN 288-8854, or e-mail manderso@ncis.navy.mil, and Ms. Francine Stephens, at (202) 433-8858, DSN 288-8858, or e-mail fstephens@ncis.navy.mil. Headquarters Marine Corps points of contact are Mr. William T. Potts, Jr. (703) 614-2320, DSN 224-2320 or email pottswt@hqmc.usmc.mil and MSgt Deborah Hopewell at (703) 614-2320, DSN 224-2320 or hopewellld@hqmc.usmc.mil.



B. A. BOYD
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